

DEPARTMENT OF HEALTH SERVICES

1800 3rd STREET, ROOM 100
P. O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 322-1086



CMSP Letter No.: 00-3
Issue Date: May 9, 2000

TO: ALL COUNTY MEDICAL SERVICES PROGRAM WELFARE
DIRECTORS

SUBJECT: CHANGES TO COUNTY MEDICAL SERVICES PROGRAM ELIGIBILITY
MANUAL

The purpose of this letter is to transmit recent changes to County Medical Services Program (CMSP) eligibility rules. On April 27, 2000, the CMSP Governing Board approved the following revisions to the CMSP Eligibility Manual:

Section 3-025: Verification-Prior to Approval has been changed to require verification of identity. While counties have been verifying identity of CMSP applicants, the actual requirement in the CMSP Eligibility Manual has been missing.

New Section 3-025.1: Verification of Identity has been added to specify that the identity of all persons in the CMSP Family Budget Unit (CFBU) shall be verified by viewing a California Driver's License or California ID Card, or "any other document which appears to be valid." This section also states that if the identification of one spouse is verified, the other spouse is not required to provide verification of their identity.

Section 3-027: Verification by Signature has been corrected to state that the signature on the Statement of Facts shall not be accepted as verification of a person's application for a Social Security Number. This section had previously stated that it also was not accepted for the actual Social Security Number.

Please make sufficient copies of the revised pages to distribute to your staff members who maintain the CMSP Eligibility Manual.

Filing Instructions

Remove Pages

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Article 3 Table of Contents
3-5 through 3-8

Insert Pages

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Article 3 Table of Contents
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Changes to CMSP Eligibility Manual

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If you have any questions concerning these changes, please direct them to Mr. Gary Varner, in the CMSP Unit, at (916) 322-1613.

A handwritten signature in cursive script, reading "Linda McFarland".

Linda McFarland, Chief
County Medical Services Program Unit

Enclosures

cc: Mr. Gary Varner
County Medical Services Program Unit
Department of Health Services
1800 3rd Street, Room 100
P.O. Box 942732
Sacramento, CA 94234-7320

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2-014. County of Responsibility--Deceased Persons

The county of responsibility for determining CMSP eligibility for deceased persons shall be the county which would have been the county of responsibility at the time of the person's death.

2-015. Application Made in Contract Counties Other Than Contract County of Responsibility

The county in which a person makes an application for CMSP shall forward a courtesy application and a Statement of Facts from the applicant to the county of responsibility determined by Sections 2-011 and 2-012.

2-016. Intercounty Transfers

When a CMSP eligible person or family moves out of the initial county of responsibility they must be advised to reapply in the new county of residence. No intercounty transfer is to be initiated between the two counties.

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Article 3. Application Process

- 3-010 County Medical Services Program (CMSP)
 - 3-011 Application Process-General
 - 3-012 Evaluation of Medi-Cal Linkage
 - 3-013 Persons Who May File an Application for CMSP
 - 3-014 Application for CMSP
 - 3-015 Application for Retroactive CMSP
 - 3-016 CMSP Application for Medi-Cal LTC Aid Code 53, Acute Care
 - 3-017 CMSP Application for County General Assistance (GA)/General Relief (GR)
 - Recipients
 - 3-018 Date of Application
 - 3-019 Withdrawal of Application--Request for Discontinuance
 - 3-020 Face-To-Face Interview
 - 3-021 Statement of Facts
 - 3-022 Persons Who May Complete and Sign the Statement of Facts
 - 3-023 Filing the Statement of Facts
 - 3-024 Obtaining Information for the Completion of the Statement of Facts
 - 3-025 Verifications-Prior to Approval
 - 3-025.1 Verification of Identity
 - 3-026 Clarification of Statement of Facts
 - 3-027 Verification by Signature
 - 3-028 Eligibility Determination
 - 3-029 Denial or Discontinuance Due to Lack of Information, Noncooperation or Loss of Contact
 - 3-030 Reversal of a Denial or Discontinuance Due to Lack of Information, Noncooperation or Loss of Contact
 - 3-031 Discontinuance Due to Death
 - 3-032 Promptness Requirements
 - 3-033 Notice of Action--CMSP Determinations
 - 3-034 Corrective Action on Denied Applications
 - 3-035 Applicant and Beneficiary General Responsibilities
 - 3-036 Unconditionally Available Income
 - 3-037 Social Security Numbers
 - 3-038 Redetermination--Frequency and Process
 - 3-039 Status Reports
 - 3-040 Case Records and Confidentiality
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If the county department determines that there is no need for a referral to the public guardian or APS division, or if the public guardian or APS division is unable or refuses to complete the eligibility process, then the Statement of Facts may be completed and signed, in accordance with section 3-024, by a family representative or a representative of a public agency or the county department.

- (2) The person completing the Statement of Facts on behalf of the applicant shall provide all available information required on the Statement of Facts regarding the applicant's circumstances.
- (3) If a county department representative completes and signs the Statement of Facts, another representative of that county department shall:

Confirm, by personal contact, the applicant's inability to act on his own behalf.

Countersign and approve any recommendation for eligibility.

- (c) The applicant dies or cannot be located before completing the Statement of Facts. In this case, the county department shall obtain as much information as possible regarding the applicant's circumstances. In such cases, a relative, friend, or a representative of a public agency or the county department may complete the Statement of Facts on behalf of the applicant in accordance with (b)(1)(B), and (3)(B).

3-023. Filing the Statement of Facts

The county department shall:

- (a) Set a reasonable deadline for returning the Statement of Facts to the county department and inform the applicant of the deadline at the time the Statement of Facts is given or mailed to the applicant.
- (b) Attempt to contact the applicant or beneficiary to determine the reason for delay if the Statement of Facts is not returned by the deadline specified in (a).

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- (c) Extend the deadline for returning the Statement of Facts if a valid reason for the delay, such as incapacity, is found.

Deny the application or discontinue eligibility if a valid reason for the delay, such as incapacity, is not found.

Provide a copy of the completed Statement of Facts to the individual who signed it, at their request.

3-024. Obtaining Information for the Completion of the Statement of Facts

The county department or the representative of a public agency completing the Statement of Facts in accordance with Section 3-022 (b) shall:

Perform a diligent search to obtain available information regarding the applicant's circumstances applicable to a CMSP eligibility determination.

Complete the Statement of Facts based upon the findings of the diligent search.

Initiate a Medi-Cal application in those cases where a disability is expected to last for more than 12 months. If the applicant is competent and refuses to apply for Medi-Cal based on a disability and to complete a DED application to determine disability, the county shall deny the application, after the county has explained the additional benefits to the individual, for non-cooperation.

3-025. Verification-Prior to Approval

The county department shall obtain verification of the following information contained on the Statement of Facts prior to approval of eligibility:

- (a) Identity as specified in section 3-025.1.
- (b) Income
- (c) Savings and checking account balances
- (d) The value of stocks, bonds, and mutual funds
- (e) Trust deeds
- (f) Other real property
- (g) All CMSP income deductions such as child care costs, health insurance premiums, alimony, etc.
- (h) Non-exempt motor vehicles, including boats, campers or trailers
- (i) Cash value of non-exempt life and burial insurance policies and trusts
- (j) Any other item which the county determines to be necessary to establish eligibility.

Revision Date: 6/1/00

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3-025.1 Verification of Identity

Identity of all persons in the CFBU shall be verified by viewing a California Driver's License or Identification Card issued by the Department of Motor Vehicles, or any other document which appears to be valid. If the identification of one spouse is verified, the other spouse is not required to provide additional verification.

3-026. Clarification of Statement of Facts

When necessary, the county department shall clarify information on the Statement of Facts. If additional clarification is needed:

- (a) The county department shall inform the person who signed the Statement of Facts of the information needed and the reason for the request. The applicant or person who signed the Statement of Facts shall be responsible for securing the additional information.
- (b) If the applicant or person who signed the Statement of Facts has difficulty in securing the necessary information, the county department shall, with the person's written consent, obtain the information. The applicant's/beneficiary's Authorization for Release of Information shall identify persons to be contacted and the specific information to be requested.

3-027. Verification by Signature

If the county determines that verification by signature is the only viable method available for any item on the Statement of Facts, the county shall state that fact in the county use section on the Statement of Facts. The signature on the Statement of Facts shall not be accepted as verification of a person's application for an SSN.

The signature on the Statement of Facts shall be accepted as verification of the facts if both of the following conditions are met:

- The information required for establishing eligibility under these regulations is not available.
- (b) The county department determines that the information provided on the Statement of Facts is sufficient to determine eligibility. If the information on the Statement of Facts is insufficient, the county department shall accept a signed statement, from the person completing the Statement of Facts, providing the necessary supplemental information.

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3-028. Eligibility Determination

After the applicant has applied for CMSP, completed the Statement of Facts and provided all essential information and verifications, the county department shall determine the person's or family's eligibility and share of cost. A determination based on the results of a county search for information under Section 3-024 shall be completed in the same manner as any other determination with only the income and resources discovered through the search considered available.

3-029. Denial or Discontinuance Due to Lack of Information, Noncooperation or Loss of Contact

The application shall be denied or eligibility discontinued under any one of the following circumstances:

- (a) There is insufficient information available to make an eligibility determination, after the county department has made a reasonable effort to obtain the necessary information.
- (b) The applicant or person completing the Statement of Facts fails, without good cause, to provide necessary verification or to cooperate with the county department in resolving incomplete, inconsistent or unclear information on the Statement of Facts.
- (c) The beneficiary fails, without good cause, to return a status report required under Section 3-039.
- (d) The applicant or beneficiary fails, without good cause, to participate in the face-to-face interview in accordance with Section 3-020.
- (e) The county department, after reasonable attempts to contact the applicant or beneficiary, determines that there is loss of contact.